

## ABSTRACT OF THE DISCLOSURE

The invention relates to a process and an apparatus for folding sheets (2), in particular printed sheets. A sheet (2) which is fed in a state in which it lies horizontally in a feed plane (7) is fed to at least two incipient-folding rollers (4) by a rectilinear knife (6), which can be moved perpendicularly to the feed plane (7), and is received between the incipient-folding rollers (4) in order to form a fold (8). The sheet is then conveyed away in the direction of the fold without being completely closed. The sheets are conveyed away by at least two removal rollers (5), by means of which the fold is also completed. The sheets are advantageously folded and conveyed away in one process step in the case of the invention, an additional opening step prior to the further processing of the sheet being dispensed with.